



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1520.40A  
BUMED-OOMSC  
9 Mar 2000

BUMED INSTRUCTION 1520.40A

From: Chief, Bureau of Medicine and Surgery  
To: Ships and Stations Having Medical Personnel

Subj: MEDICAL SERVICE CORPS (MSC) FULL-TIME OUTSERVICE TRAINING  
(FTOST) AND FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Ref: (a) Education Directory, Colleges and Universities,  
Office of Education Research and Improvement,  
555 New Jersey Avenue, NW Washington, DC 20280  
(NOTAL)  
(b) BUMEDINST 7050.3

Encl: (1) Full-time Out-service Training (FTOST) Programs  
(2) Full-time In-service Training (FTIST) Programs  
(3) Sample Application for Duty Under Instruction (DUINS)  
(4) DUINS Process Flow Diagram  
(5) Sample Application for Full-Time In-service Training  
(6) Service School/College Process Flow Diagram  
(7) Sample Application for Director's Training

1. Purpose. To issue specific policies, available curricula, eligibility requirements, and application procedures for the MSC full-time training programs.

2. Cancellation. BUMEDINST 1520.40.

3. Scope. This instruction outlines education and training opportunities for MSC officers at civilian educational institutions and military facilities.

4. Program Objectives. The program is designed to maintain the professional standards required of Naval officers and to remain abreast of new concepts and technologies in health care sciences and administration. MSC officers are strongly encouraged to continue their education and training to meet changing service needs.

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5. Curricula Available. Enclosures (1) and (2) are representative lists of programs available to meet present requirements. FTOST will be approved only for programs offered in accredited institutions listed in reference (a). Reference (b) provides procedural requirements for negotiating and establishing training affiliation agreements between Naval Medical Department activities and civilian institutions (Federal or non-federal). Assignment of MSC officers to full-time courses of instruction normally is restricted to a maximum of 2 years for a master's degree and 3 years for a doctoral degree or academic equivalent. Officers are expected to prepare themselves in such a way and budget their time in such a manner they will be able to complete the approved program in the prescribed time. If an extension beyond the approved period is deemed necessary, the officer must send a formal request to the Commanding Officer, Naval School of Health Sciences (NSHS) (Code OS), 8901 Wisconsin Avenue, Bethesda, MD 20889-5611. Extensions will only be granted in the most extenuating circumstances, where the benefit to the Navy clearly outweighs the cost.

6. Full-time Out-service Training (FTOST) Programs

a. Application Procedures for Duty Under Instruction (DUINS) at Civilian Institutions

(1) Applications for DUINS programs must be submitted to NSHS Bethesda (Code OS), via the applicant's commanding officer, and the respective specialty leader. The forwarding endorsements must include an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training. A statement certifying the applicant is within height and weight standards and successfully passed the last physical readiness test (PRT) is also required. Application due date will be announced annually in March. Normally applications will be due on or about 1 September. Officers transferring to DUINS require 24 months on station before a permanent change of station (PCS) move from a shore activity, full sea, or complete overseas tour. Timeliness of the application is critical.

(2) The DUINS board will meet in the fall/winter to consider training requests for FTOST programs beginning in the summer/fall of the following year. This process is a key element in the detailing process for all members of the MSC.

(3) The following information must be in all DUINS training requests:

(a) Applicant's letter in the format shown in enclosure (3) of this instruction. Be sure to include:

1. The name and address of the institution. Alternate choices should be submitted.

2. The exact dates of program commencement and completion.

3. The estimated costs of tuition, registration fees and textbooks for each term. (NOTE: Cost of textbooks is for record purposes only and is not a (FTOST) reimbursable expense.)

4. In all applications where the attainment of a degree is indicated, the following statement must be included: "To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the (master or doctoral) degree within the period of time stated.

(b) Commanding officer's endorsement.

(c) Specialty leader's endorsement.

(d) A resume of academic background with official transcripts and university seals of all completed formal college courses. Official transcripts must be requested for delivery to NSHS Bethesda (Code OS). To facilitate processing of the application, legible unofficial certified copies of transcripts may be forwarded with the application until official ones are received. Transcripts must be complete.

(e) A certified copy of either the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) scores are required regardless of program/institution requirement. An acceptable GMAT score would be approximately 500 and an acceptable GRE score would be approximately 1,000 (combined verbal and quantitative). Test scores must be within 5 years of the DUINS board convening date. The DUINS board will not consider applications if the GRE or GMAT scores are not included in applicant's package.

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(f) An acceptance letter from the educational institution. Since a letter of acceptance may not always be obtained from the college or university in sufficient time to meet the above deadline, a provisional or conditional acceptance letter or statement from the institution indicating the applicant meets the minimum requirements for admission will suffice.

(g) The title of the curriculum or course desired. An alternate related curriculum may be listed. Include a program description, curriculum outline indicating educational emphasis with minor or area of concentration, and expected duration of program. In calculating program duration be sure to include, as applicable, residency requirement and completed/approved thesis or dissertation.

(h) Letters of reference and recommendation, certificates, awards, etc.

(4) Health care administrators applying for FTOST/DUINS may be considered, if qualified, for the Army-Baylor program as an alternate to the program for which they may otherwise be applying.

(5) Incomplete applications will not be forwarded to the DUINS Board. The content of the DUINS application is the applicant's responsibility just as it is the applicant's responsibility to ensure that their Officer Summary Record (OSR) and Performance Summary Record (PSR) are complete and up-to-date before the DUINS Board convening. Enclosure (4) provides the flow diagram for the DUINS process.

b. Application Process for Army-Baylor MHA Program

(1) Same as DUINS (paragraph 6a).

(2) Applicants must have a letter of acceptance or a conditional letter of acceptance from Army-Baylor before the DUINS Board convenes. To obtain a letter of acceptance forward application for admission to: U.S. AMEDD Center and School, MCCS-HRA, 3151 Scott Road, Fort Sam Houston, TX 78234-6135.

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7. Application Procedures for Naval Postgraduate School (NPS), Monterey, CA

a. Same as DUINS (paragraph 6a).

b. Candidates must be academically competitive and meet or exceed the Academic Profile Code (APC) for the program they are applying for. In this regard, applicants shall forward all of their transcripts to NPS, Monterey for review and assignment of an APC before requesting consideration for NPS selection. Transcripts should be mailed to: Director of Admissions, Code 62, Naval Postgraduate School, 589 Dyer Road, Room 103C, Monterey, CA 93943-5100. Candidates for the Education and Training Management Specialist program do not require an APC. Before requesting a NPS program, applicant should have some experience, if possible, within the specialty being requested, to allow for familiarization of program and specialty requirements.

c. In some instances the APC assigned may require additional course work being completed before arrival, assuming selection, at NPS, Monterey. When this occurs the detailers will hold transfer orders in abeyance until notified by the NPS placement officer that the individual has successfully met all NPS admission requirements.

8. Other Full-time In-service Application Procedures

a. Armed Forces Medical Intelligence Center Graduate Program in Strategic Intelligence with Residency

(1) Individuals interested in applying for this program should first contact the Plans, Operations and Medical Intelligence (POMI) Specialty Leader.

(2) Following the guidance provided in enclosure (5), forward the application to NSHS Bethesda (Code OS) via applicant's commanding officer and the POMI specialty leader. The forwarding endorsements must include an evaluation of the applicant's aptitude, initiative and potential for completing the requested training. A statement certifying the applicant is within height and weight standards and successfully passed the last PRT is also required. Applications must be received in NSHS Bethesda (Code OS) by 1 September of each year.

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(3) The POMI specialty leader and the detailer will make final selection.

b. Joint Military Intelligence College (JMIC) Graduate Program in Strategic Intelligence without Residency

(1) Individuals wishing to apply for this program should first contact the POMI specialty leader.

(2) Follow application guidance in paragraph 8a(2).

c. American Society of Hospital Pharmacists (ASHP) Certified Residency in Hospital Pharmacy

(1) Individuals wishing to apply for this program should first contact the pharmacy specialty leader.

(2) Follow application guidance in paragraph 8a(2).

(3) The pharmacy specialty leader and the detailer will make final selection.

d. Blood Bank Training/Medical Technology Masters Program

(1) Individuals wishing to apply for this program should first contact the specialty leader for medical technology.

(2) Follow application guidance in paragraph 8a(2).

(3) Provide a certified copy of GRE score.

(4) The DUINS board will make final selection.

e. Primary Care Optometry Residency

(1) Individuals wishing to apply for the program should first contact the optometry specialty leader.

(2) Follow application guidance in paragraph 8a(2).

(3) The optometry specialty leader and the detailer will make final selection.

f. Podiatry Residency

(1) Individuals wishing to apply for this program should first contact the podiatry specialty leader.

(2) Follow application guidance in paragraph 8a(2).

(3) Final selection will be made by the podiatry specialty leader and the detailee.

g. Chemical Biological, Radiological, Environmental (CBRE) Training

(1) Individuals wishing to apply for the program should first contact their specialty leader.

(2) Application guidance is disseminated by specialty leaders each spring with applications due to the specialty leaders by 1 September.

(3) Final selection is made by a panel of the five specialty leaders for the specialties eligible for this training.

9. Application Procedures for Professional Service School and Colleges (Naval War College, Marine Corps Command and Staff, Amphibious Warfare, etc.)

a. Service school/college opportunities are announced on the MED-OOMSC homepage annually. Applications are to be forwarded to Commander, Navy Personnel Command (NAVPERSCOM) (NPC-4415), 5720 Integrity Drive, Millington, TN 38055-4415 via the respective specialty leader. Applications are due in NAVPERSCOM by 1 September. Selectees will be notified by their detailee in November or earlier and posted on the BUPERS MSC homepage at [www.bupers.navy.mil](http://www.bupers.navy.mil). (If training quota is requested by an individual in a specialty other than the specialty which requested the training quota, the member's request must be submitted via the Personnel, Plans and Policy (3P) Committee.)

b. Application guidance is provided in enclosure (5).

c. Enclosure (6) is the service school/college process flow diagram.

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10. Director's Training

a. Director's training fulfills unique requirements within the Navy Medical Department on a year-to-year basis. They are intended to provide selectees "just in time," "state of the art" training to meet a specific need within Navy Medicine. They are usually 1 year in length and have a pre-determined follow-on tour identified.

b. Director's training opportunities are announced annually in March or sooner on the MSC homepage at <http://bumed.med.navy.mil/medOOMsc/>. Individuals interested in applying for a Director's Training opportunity should submit their application package to Chief, Bureau of Medicine and Surgery, MED-OOMSC, 2300 E Street, NW, Washington, DC 20372-5300. A sample application is provided in enclosure (7). Applications are due by April, specific dates will be announced on MSC homepage. Selectees will be notified in early June. Recommendations for selection are made by the specific specialty leader and the MSC Personnel, Plans and Policy (3P) Committee to the Director.



J. P. VANLANDINGHAM  
Director, Navy Medical  
Service Corps

Available at:  
<http://navymedicine.med.navy.mil/instructions/external/external.htm>



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## FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

## Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LT	Environmental Health,
2305	through LCDR	Industrial Hygiene, Biochemistry/Toxicology, Microbiology, Radiation Health

This one year program is designed to provide MSC officers with specialized knowledge in Chemical, Biological, Radiological, and Environmental (CBRE) Health protection issues in order to advance the Navy's preparedness to meet the requirements of deployment medical surveillance and homeland defense initiatives. There are several different types of opportunities offered under this training program, each with different experience and education prerequisites and different follow-on tour expectations. The program in general is open to the five specialties listed above and includes two training opportunities each year. Each of these specialties can offer specialized training opportunities within this program, which may not be appropriate for all of the five specialties. This non-traditional training combines practical work experience and classroom training to meet new and emerging requirements. They are usually offered in a joint service or multi-agency environment and provide experience in responding to CBRE incidents as well as involvement in research opportunities. The specialty leaders from these communities will work with CBRE program managers at Navy Environmental Health Center to ensure that optimal training opportunities are provided and the right individuals are selected to meet the needs of the CBRE Program.

Active Duty Obligation: Two years subsequent to successful completion of the program.

Enclosure (1)

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FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	Health Care
2305	thru LCDR	Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Administration, Ph.D.	Varies	Up to 36 months	Accredited Colleges and Universities

The doctoral program is conducted at a major college or university having a program in health care administration, public health, public administration, public policy or other programs endorsed by the HCA Specialty Leader and BUMED (OOMSC). The program length is normally 36 months and includes academic study and completed, defended, and signed dissertation. Applicants must include, as part of their DUINS application, their area of concentration or minor. A focus on research methods and quantitative analysis is strongly encouraged. GMAT or GRE scores, regardless of program requirement, must be submitted with the DUINS application. GMAT or GRE scores must be no more than 5 years old at the time the DUINS Board convenes.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	ENS	All
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Sciences and Clinical Care Specialties (Doctoral Level degree)	Varies	Up to 36 months	Accredited Colleges and Universities

There are a number of doctoral degree requirements in various specialties of the MSC. Such requirements are predicated upon the needs of the specialty and the service. A particular college or university program may be requested but the determination of what constitutes an acceptable program will be made by the MSC Full-time Training Selection Board. This determination is influenced by the institution, course or curriculum available, location, degree, requirements in specialties, and expenses involved.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	ENS	All
2305	thru CDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Sciences and Clinical Care Specialties (Postdoctoral Training)	Varies	1 to 2 Years	Accredited Colleges and Universities

There are, in some specialties, a need for intense concentration and specialization at the postdoctoral level due to some specific needs of the service. The college or university chosen often has a reputation for excellence in the particular area of concentration needed.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	Health Care
2305	thru LCDR	Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Administration (Masters Degree)	Varies	Up to 2 Years	Accredited Colleges and Universities

This master's program is conducted at a major university having a program in health care administration approved by the Accrediting Commission on Education for Health Services Administration. Alternatively, a Masters of Business Administration with concentration in health care administration and accredited by the American Assembly of Collegiate Schools of Business is acceptable. In either case the program is 24 months in duration and includes 1 academic year of study and 1 year of supervised administrative residency or internship or 2 years of academic study without residency. Selection of the training institution and place of administrative residency, which may be in a civilian or naval institution, will be determined by past professional and academic performance, academic program needs, and needs of the service. Possession of a baccalaureate degree from an accredited college or university is required.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	ENS	All
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
U.S. Army-Baylor University Program In Health Care Administration	July	2 years	Phase I, Academy of Health Sciences, Fort Sam Houston, TX  Phase II, Administrative Residency at selected military and civilian sites

This curriculum is designed to provide MSC officers with a broad knowledge of theories, concepts, and practices in the administration and organization of health care delivery; and a thorough working knowledge of the managerial tenets and techniques fundamental to the effective administration of health care delivery. Through the affiliation with Baylor University, students who successfully complete this program will receive a Master of Healthcare Administration degree. Prerequisites are possession of a bachelor's degree from an accredited institution; a 2.7 or higher GPA on a 4.0 system; minimum of 500 on the GMAT or 1,000 on the GRE (combined verbal and quantitative); and successful completion of courses in economics, statistics, accounting or finance is strongly encouraged.

Active Duty Obligation: Three years for the first year of education and 6 months for every 6 months or portion thereof.

FULL-TIME OUTSERVICE TRAINING (FTOST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	ENS	All
2305	thru CDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Sciences and Clinical Care Specialties (Masters Degree)	Varies	1 to 2 years	Accredited Colleges and Universities

There are a number of advanced and postgraduate requirements in various specialties of the MSC. These requirements are predicated on the needs of the service. A particular college or university program may be requested, but the determination of what constitutes an acceptable program will be made by the MSC Full-time Training Selection Board. This determination is influenced by the institution, course or curriculum available, location, degree, requirements in specialties, and expenses involved.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	All
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Computer Systems (Course #367)	April & October	15 months	Naval Postgraduate School, Monterey, CA

The computer systems curricula (course #367) provides the graduate with the knowledge, skills, and practical understanding necessary to evaluate the changes and advances in the management of computers in the military services. In addition, the graduate will acquire understanding necessary for the critical management decisions needed to develop and use computer-based military systems. Prerequisites are the possession of a bachelor's degree with above average grades in mathematics and completion of differential and integral calculus as a minimum. A Secret clearance is required.

Active Duty Obligation: Three years for the first year of education; plus 6 months for each additional 6 months or portion thereof.

Enclosure (2)



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FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	All
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Education and Training Management Specialist (Course #867)	Varies	18 months	Accredited Universities with Chief of Naval Education and Training approved ETMS curricula

The education and training management curricula (course #867) as approved by the Naval Postgraduate School, Monterey, CA and under the program management of the Chief of Naval Education and Training was established to meet the Navy's need for highly skilled education and training managers. NPS funds this program at a variety of accredited universities vice the NPS campus. Officers who complete this master's program should have the academic credentials necessary to manage education and training programs and activities. The academic program includes course work in curriculum development and evaluation; organizational development and personnel management; resource and procurement systems; educational research and application of computer technology to the education and training mission. Prerequisites are determined by the individual civilian universities. Possession of a bachelor's degree from an accredited college or university is required.

Active Duty Obligation: Three years for the first year of education; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	All
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Administrative Science	January & July	12-18 months	Naval Postgraduate School, Monterey, CA

- Material and Logistics Support (Course #827)
- Financial Management (Course #837)
- Manpower Systems Analysis (Course #847)

The administrative science curricula for the above courses have been designed to provide graduate level education in the managerial skills essential to the professional development of military officers with diverse academic backgrounds. Education in Administrative Sciences at the Naval Postgraduate School is an interdisciplinary program integrating mathematics, accounting and financial management, economics, behavioral science, management theory, and operations and systems analysis with the student's area of emphasis, i.e., material logistics, financial or manpower and personnel. Prerequisites are the possession of a bachelor's degree with above average grades and completion of college mathematics at or above the level of college algebra or trigonometry as a minimum. Completion of courses in differential and integral calculus is highly desirable. A Secret clearance is required.

Active Duty Obligation: Three years for the first year or portion thereof; 6 months for each additional 6 months or portion thereof.

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FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	All
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Operations Analysis (Course #360)	January & July	28 months	Naval Postgraduate School, Monterey, CA

The operations analysis curricula is designed for students with acceptable academic backgrounds to enter a program leading to a Master's in Applied Science with a Major in Operations Research. This program provides depth and diversity through specially arranged course sequences to meet the needs of the Navy and the interests of the individual. This program is a highly quantitative and analytical one, with course work in operations analysis, probability and statistics, programming, systems analysis, and many offerings in other academic areas. Students must have above average grades and completion of college mathematics at or above the level of college algebra or trigonometry; also differential and integral calculus is required, as are statistics and economics. A Secret clearance is required.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LT thru	HCA (1805)
2305	LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Armed Forces Medical Intelligence Center Spring Graduate Program In Medical Intelligence With Residency	Annually (Fall or Spring)	2 Years	Joint Military Intel- ligence College (JMIC), Washington, DC & Armed Forces Medical Intelli- gence Center (AFMIC), Ft. Detrick, Frederick, MD

The purpose of the AFMIC medical intelligence graduate program with residency is to provide MSC officers with the capabilities in medical intelligence operations consistent with the naval Medical Department's overall mission. Officers assigned will achieve an understanding of the mission, functions and methodology of national defense intelligence production, as well as the specialized activities of the AFMIC, the sole source of Department of Defense medical intelligence. The program consists of 1 year in the JMIC graduate program resulting in a Master of Science, Strategic Intelligence followed by 1 year in residency at AFMIC. Commencement of this program is dependent on validated special background investigation for a Top Secret clearance.

Active Duty Obligation: Four years subsequent to successful completion of the program.

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FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG thru	HCA (1805)
2305	LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Joint Military Intelligence College (JMIC) Graduate Program In Strategic Intelligence Without Residency	Annually in Jul/ Aug	1 Year	Joint Military Intelligence College, Defense Intelligence Agency, Bolling Air Force Base, Washington, DC

The program is 1 year of graduate studies resulting in a Master of Science, Strategic Intelligence. Officers assigned will achieve an understanding of the mission, functions, and methodology of national defense intelligence production, as well as the specialized activities of the AFMIC, the sole source of Department of Defense medical intelligence. Applicants must successfully pass a special background investigation for Top Secret clearance by 1 July of the admission year or risk losing admission to the program.

Active duty obligation: Two years subsequent to successful completion of the program.

FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	Pharmacy
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
ASHP Certified Residency in Hospital Pharmacy	Sept	1 Year	NNMC Bethesda, MD and NMC San Diego, CA

This residency, under the preceptorship of the Head, Pharmacy Department at each facility, is a postgraduate learning experience in institutional pharmacy practice. The objective of the training is to develop competent practitioners, capable of providing a broad scope of service in the clinical, informational, drug distribution, product formulation, quality control, and administrative aspects of pharmacy.

Active Duty Obligation: Two years subsequent to the successful completion of the program.

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FULL-TIME IN-SERVICE TRAINING (FTIST) PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG/	Medical Technology
2305	LT	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Blood Bank Training/Medical Technology Masters Program	February	18 Months	Walter Reed Army Medial Center, Washington, DC & Bowling Green State University

This course is designed for MSC officers in the medical technology specialty to prepare them in the laboratory sciences field as blood bank directors. Classroom and laboratory instruction includes all phases of military blood banking, blood grouping (immunohematology), and blood transfusion. Applicants must possess a bachelor's degree and be registered as a medical technologist by the American Society of Clinical Pathologists. As this program culminates in a master's degree from Bowling Green State University, the Graduate Record Examination must also be completed before acceptance.

Active Duty Obligation: Three years for the first year of education; plus 6 months for each additional 6 months or portion thereof.

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SAMPLE APPLICATION FOR DUINS

From:  
To: Commanding Officer, Naval School of Health Sciences  
(Code OS), 8901 Wisconsin Ave., Bethesda, MD 20289-5611  
Via: (1) Applicant's Commanding Officer  
(2) Specialty Leader  
Subj: REQUEST FOR FULL-TIME OUTSERVICE TRAINING (FTOST)/DUTY  
UNDER INSTRUCTION (DUINS)  
Ref: (a) BUMEDINST 1520.40A  
(b) BUMEDINST 1520.35A  
Encl: (1) Transcripts (original transcripts must be submitted  
by the specific educational institution)  
(2) Certified copy of GMAT or GRE test scores)  
(3) Letter of acceptance, conditional acceptance or  
letter acknowledging minimum admission  
requirements have been met  
(4) Program description  
(5) Other, e.g., letters of reference and  
recommendation, certificates, awards, etc.  
(6) Writing Sample (two-page, typewritten, double-spaced  
explanation why you are applying for this training)

1. Per reference (a), I request assignment to full-time duty under instruction in (name of program) leading to (type of degree or certification) at (list educational institution). This program will begin on (date) and end on (date). Enclosures (1) through (6) are provided in support of this request.

2. I am presently a member of the (health care administration, clinical care specialty or health care science) section of the Navy Medical Service Corps. My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is (DSN) \_\_\_\_\_ or commercial \_\_\_\_\_; e-mail \_\_\_\_\_ and fax \_\_\_\_\_.

3. I have completed \_\_\_\_\_ years of active military service of which \_\_\_\_\_ years are active commissioned naval service. I reported to my present duty assignment on \_\_\_\_\_ and my projected rotation date is \_\_\_\_\_.

Enclosure (3)



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4. My educational background is: (list degrees and certifications attained).

5. The educational emphasis of the requested program is:  
(describe in sufficient detail the program content and for Ph.D. candidate, your area of concentration).

6. The requested program will be conducted at (list the name and address of the training institution).

7. The estimated costs for the requested program, by term, are as follows:

Basis for Tuition: (Resident or Nonresident)

<u>Term/Semester</u>	<u>Inclusive Dates</u>	<u>Tuition</u>	<u>Itemized Fees (Specify)</u>	<u>Books</u>
Fall 00__				
Winter 00__				
Spring 00__				
Summer 00__				

8. This paragraph is for the optional use of the applicant to advise the DUINS Selection Board of any information that might not otherwise be available or evident and to clarify any aspects of the application or the applicant's qualifications, as necessary. Information contained in this paragraph should be the subject of specific comment in the commanding officer's endorsement, as appropriate.

9. To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the (state the degree) within the allotted time as specified in the appropriate enclosure, e.g., 2 years for a masters and 3 years for a doctoral level degree. If additional time is required please so indicate and provide substantive justification for the additional time.

10. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of instruction for a period of (active duty obligation from reference (b)). I also understand I will incur the same service obligation for my periods of residency training, where such residency is required for completion of a particular degree. I further understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

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(Signature)

#### PRIVACY ACT STATEMENT

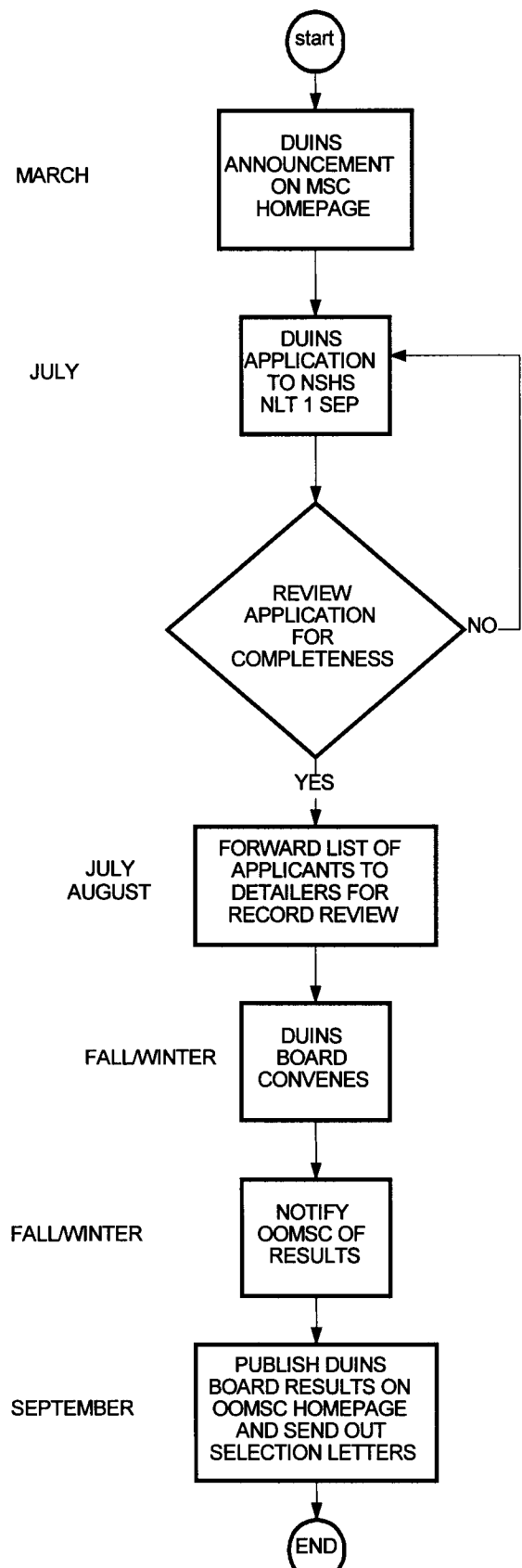
I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in 5 U.S.C. 301 Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Naval School of Health Sciences, Bethesda, MD to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for, and approving or disapproving the education authorization being requested. Completion of this form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

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(Full Signature)

**DUINS FLOW DIAGRAM**



BUMEDINST 1520.40A  
9 Mar 2000

SAMPLE APPLICATION FOR FTIST

From:

To: Commander, Navy Personnel Command (Pers-4415), 5720  
Integrity Drive, Millington, TN 38055-4415 or, if  
Appropriate, respective Specialty Leader

Via: (1) Applicant's Commanding Officer  
(2) Specialty Leader

Subj: REQUEST FOR FULL-TIME IN-SERVICE TRAINING (FTIST)/DUTY  
UNDER INSTRUCTION (DUINS) COMMENCING FISCAL YEAR 2XXX

Ref: (a) BUMEDINST 1520.40A  
(b) BUMED memorandum (00MSC) of (date)  
(c) BUMEDINST 1520.35A

Encl: (1) Transcripts  
(2) Writing ample (two-page, typewritten, double-spaced  
explanation why you are requesting this training)  
(3) GRE/GMAT test scores (if applicable)  
(4) Letters of reference and recommendation, certificates,  
awards, etc.

1. Per references (a) and (b), I request assignment to full  
Time in-service training (FTIST)/duty under instruction (DUINS) in  
(name of program) at (list educational site, if applicable). This  
program will begin on (date) and end on (date). Enclosures (1)  
through (4) are provided in support of this request.

2. I am presently a member of the (Health Care Administration,  
Health Care Science or Clinical Care Specialty) section of the Navy  
Medical Service Corps. My current billet title is (e.g., Fiscal  
Officer, Pharmacist, etc.). My duty telephone number is (DSN)  
\_\_\_\_\_ or commercial \_\_\_\_\_; EMAIL  
\_\_\_\_\_ and fax \_\_\_\_\_.

3. I have completed \_\_\_\_\_ years of active military service of  
which \_\_\_\_\_ years are active commissioned naval service. I  
reported to my present duty assignment on \_\_\_\_\_ and my  
projected rotation date (PRD) is \_\_\_\_\_.

Enclosure (5)

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4. This paragraph is for the optional use of the applicant to advise the addressee of any information that might not otherwise be available or evident and to clarify any aspects of the application or the applicant's qualifications, as necessary. Information contained in this paragraph should be the subject of specific comment in the commanding officer's endorsement, as appropriate.

5. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of instruction for a period of (active duty obligation from reference (b)). I also understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

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(Signature)

#### PRIVACY ACT STATEMENT

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in 5 U.S.C. 301 Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Naval School of Health Sciences, Bethesda, MD to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for, and approving or disapproving training authorization being requested. Completion of this form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

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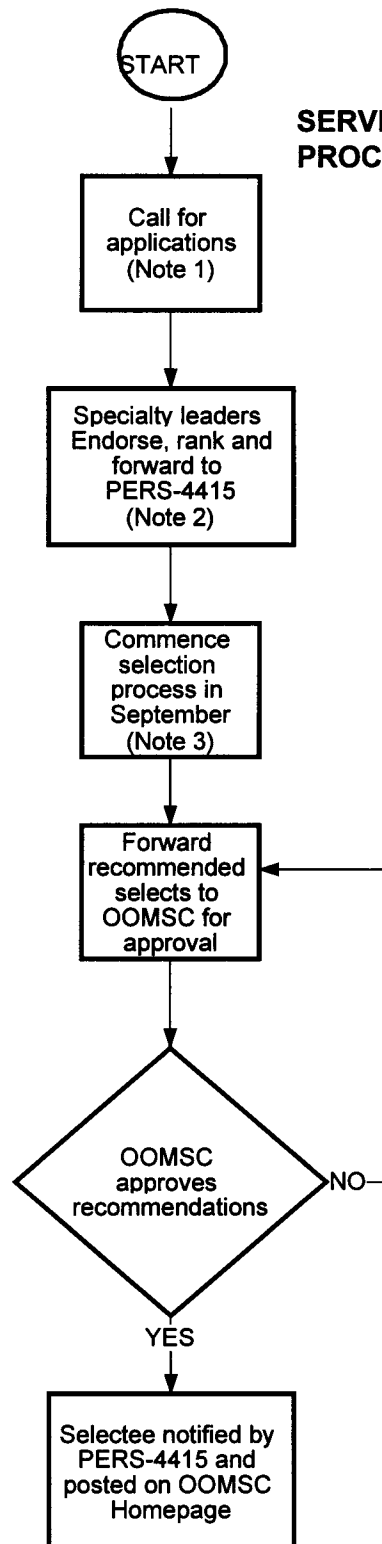
(Full Signature)

**SERVICE SCHOOL/COLLEGE  
PROCESS FLOW DIAGRAM**

**Note 1:** OOMSC will announce annually in March the call for FTOST/FTIST DUINS application. Refer to OOMSC Homepage.

**Note 2:** Application due to PERS-4415 by 1 Sep.

**Note 3:** Predicated on PERS-4415 having received quotas.



BUMEDINST 1520.40A  
9 Mar 2000

SAMPLE APPLICATION FOR DIRECTOR'S TRAININGS

From:

To: Chief, Bureau of Medicine and Surgery (MED-OOMSC),  
2300 E Street, NW, Washington, DC 20372-5300

Via: (1) Commanding Officer  
(2) Specialty Leader

Subj: REQUEST FOR DIRECTOR'S TRAINING

Ref: (a) BUMEDINST 1520.40A  
(b) Director's Training Announcement  
(c) BUMEDINST 1520.35A

Encl: (1) Personal Resume  
(2) Transcripts  
(3) Writing sample (two-page, typewritten, double-spaced explanation why you are requesting this training and what your qualifications are)  
(4) Letters of reference and recommendation, certificates, awards, etc.

1. Per references (a) and (b), I request assignment to full-time in-service training (FTIST)/Director's Training in (name of training) at (location of training). The training will begin on (date) and end on (date). Enclosures (1) through (4) are provided in support of this request.

2. I am presently a member of the (health care administration, health care science or clinical care specialty) section of the Navy Medical Service Corps. My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is DSN \_\_\_\_\_ or commercial \_\_\_\_\_; E-MAIL \_\_\_\_\_ and fax \_\_\_\_\_.

3. I have completed \_\_\_\_\_ years of active military service of which \_\_\_\_\_ years are active commissioned naval service. I reported to my present duty assignment on \_\_\_\_\_ and my projected rotation date (PRD) is \_\_\_\_\_.

4. This paragraph is for the optional use of the applicant to advise the Selection Board of any information that might not otherwise be available or evident and to clarify any aspects of the

Enclosure (7)

BUMEDINST 1520.40A  
9 Mar 2000

application or the applicant's qualifications, as necessary. Information contained in this paragraph should be the subject of specific comment in the commanding officer's endorsement, as appropriate.

5. I agree not to tender my resignation or request retirement while undergoing the training requested. I further agree to serve on active duty after completion of my training for a period of (active duty obligation from reference (c)). I also understand the acceptance of my resignation, if submitted after completion of my training and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

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(Signature)

#### PRIVACY ACT STATEMENT

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in 5 U.S.C. 301 Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Chief, Bureau of Medicine and Surgery, Washington, DC and the Naval School of Health Sciences, Bethesda, MD to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for, and approving or disapproving the training being requested. Completion of this form is mandatory; failure to provide required information might result in delay in response to or disapproval of your request.

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(Full Signature)